

# California Department of Fish and Game SEASONAL JOB BULLETIN



**Position:** Season Clerk, Up to 30 hours per week

**Location:** Los Alamitos Office, Marine Region

**Salary:** \$8.18 - \$9.35 / hour

**Start Date:** Immediately

**Duration:** Long Term

**Final Filing Date:** August 6, 2010

## Typical Tasks

Under the supervision of the Senior Environmental Scientist this position will support Program personnel in the activities associated with California Endangered Species Act (CESA) permit tracking and compliance. Duties include assisting in data base management, permit tracking and coordination, research and reporting, and routine administrative functions. The incumbent will gain a working knowledge of the CESA Permitting Program, threatened and endangered species conservation, and an understanding of other environmental review and regulatory programs in Habitat Conservation Planning Branch. This is an opportunity to help conserve California's threatened and endangered species.

**Position Requirements:** One year of clerical/retail experience, able to do simple math computations, use a ten-key and type 35 wpm. Able to follow prescribed routine, personal neatness and ability to follow directions. Good attendance and interpersonal skills a must.

**Duties:** Assists the public in selecting the appropriate licenses, tags and permits to meet their individual needs; reviews hunting, sport fishing and commercial fishing license applications for accuracy, completeness and conformity with applicable laws and regulations. Issues licenses, operates cash register and makes correct changes; handles returns and exchanges consistent with departmental policies and procedures. Maintains assigned inventory of licenses, tags and permits. Reconciles sales receipts and change fund daily per departmental policy. Screens and directs calls. Greets and directs visitors. Personally responds to in person, telephone and written inquiries concerning a wide range of questions related to hunting, fishing, hunting and wildlife recreational opportunities and programs. Looks up hunter information as required. Maintains supply of informational material and provides appropriate brochures, reports and printed material in response to inquiries. Refers inquiries that require specific legal or scientific expertise to appropriate law or biologist staff. Maintains general files, updates and maintains resource materials that relate to license sales. Issues bear and deer tags which have been purchased. Receives, opens, date stamps, sorts, distributes mail as directed and other duties as required.

**To Apply:** Submit state application form (STD 678) to the contact person listed below. Forms are available at the Employment Development Department, Department of Fish and Game, or on the web at <http://jobs.ca.gov/OEC/jobs/stateapp.aspx>. A resume may also be submitted. Please include 3 work-related references with phone numbers. Applicants will be pre-screened, and those with the most suitable background will be invited to interview.

**Contact:** Heather Villalobos  
Department of Fish and Game  
Marine Region (7)  
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(831) 649-7176

# **California Department of Fish and Game**

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*We are an Equal Opportunity Employer offering equal opportunity to all regardless of sex, race, religion, ancestry, disability, or sexual orientation.*